

County Recorders Annual Conference  
April 2016

## FEES

### Recording Fees

- Legal Authority for Recording Fees
- Handling Various Types of Payments Received
- Making Deposits
- Timely Remittance of Collections

## Authority for Recording Fees

- IC 36-2-7-10
- IC 36-2-7-10.1
- IC 5-14-3-8

## Types of Payments Received

- IC 36-1-8-11(c)
  - Cash
  - Checks
  - Bank Drafts
  - Money Orders
  - Bank (Debit) Cards and Credit Cards
  - Electronic Funds Transfers (EFT)
  - Other financial instruments as approved by the county council
- Fees Charged for Payment Transactions
  - IC 36-1-8-11(d)
    - Allowed to collect a fee equal to the amount charged to the County for the payment transaction

## Payments *(Continued)*

- Accounts Receivable and Escrow Accounts
  - Accounts receivable not allowed – Statute states “shall” collect
  - Escrow accounts allowed – payment received in advance
  
- Overpayments
  - IC 36-2-11-6
    - May retain administrative fee up to \$3
    - Excess amount over \$3 shall be refunded

## Making Deposits

- IC 5-13-6-1
- Daily Deposits Required for amounts over \$500 *(effective July 1, 2015)*
- Designated Depository
- Board of Finance and County Investment Policy.

## Reconciliations

- IC 5-13-6-1(e)
  - Perform monthly reconciliations
  - Reconcile bank statements to records

## Remittance of Collections

- County General
- Recorder's Record Perpetuation
- Surveyor's Corner Perpetuation
- Mortgage Recording Fees–State Share
- Local Affordable Housing
- State Affordable Housing and Community Development
- Identification Security Protection
- County Elected Official Training
- Enhanced Access
- Electronic Map Generation